



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2838 RETIREMENT ASSISTANT
MONTHLY SALARY: \$3164 to \$3828**

APPLICATION FILING PERIOD: FIRST DATE: September 19, 2008

LAST DATE: Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification specified above. **PROMPT APPLICATION IS ENCOURAGED.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with a five day notice.**

THE POSITION: Retirement Assistants perform a variety of complex clerical accounting tasks and calculations involved in setting up and maintaining retirement system records; make calculations for and prepare input documents; verify that payroll deduction notices are properly completed; review and analyze appropriateness of pension payroll transactions and notify responsible authorities of any irregularities; determine if prescribed procedures have been followed, identify discrepancies and make corrections as needed; answer inquiries from retirees, City employees and outside agencies that require judgment and interpretation of applicable Municipal Codes and Retirement Board related policies and regulations; coordinate and/or notify other City and outside agencies of retirement related issues; ensure that all retirement related information pertaining to issues such as purchase of service credit, pension payroll and health insurance is received and completed for processing in a timely manner; prepare routine correspondence and reports as needed; reconcile health insurance billings; prepare payments to carriers, and reimbursements and refunds to members; and perform related duties as assigned.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise specified.

EXPERIENCE: Three years of full-time complex clerical experience which **must** include a minimum of two years of full-time experience in one of the following areas:

1. Bookkeeping or accounting
2. Pension payroll processing
3. Performing pension calculations, employee benefits estimates, or other related benefits experience
4. Providing complex pension or benefit information
5. Calculating and/or processing benefit or pension allowances, payments or reimbursements

HIGHLY DESIRABLE QUALIFICATIONS:

1. Public contact experience that deals with difficult or sensitive issues
2. Pension related accounting experience
3. Completion of college-level accounting course work

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX / MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes.); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Describe your experience, including length of time, performing complex clerical functions. Specify at which employer this experience was gained.
2. Of the above experience, describe your experience in the following areas. Be specific as to your role and responsibility and length of time performing the duties. If you do **not** have experience in a requested area, write "None".
 - a. Bookkeeping or accounting
 - b. Pension payroll processing
 - c. Performing pension calculations, employee benefits estimates, or other related benefits experience
 - d. Providing complex pension or benefit information
 - e. Calculating and/or processing benefit or pension allowances, payments or reimbursements
3. Describe your public contact experience dealing with difficult or sensitive issues. Please provide an example.
4. Describe your pension related accounting experience. Be specific as to your role and responsibility and length of time performing the duties.
5. Have you completed college-level accounting course work? If so, provide copies of your transcripts to the Personnel Department.

ASP/September 19, 2008/Class 1801

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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